

The Corporation of the Town of Orangeville

Report to Library Board



To: Chair and Members of the Board
From: Darla Fraser, Chief Executive Officer
Date: May 28, 2025
Report #: 25-13
Subject: Policy Review – Room Rental and Program Policies

Recommendation

That Report 25-13 Policy Review – Room Rental and Program Policies be received; and

That the Board approve the Room Rental Policy as presented in Appendix A: and

That the Board approve the Program Policy as presented in Appendix B

Purpose

The purpose of this report is to present both the room rental policy and the program policy for the board's review as per the policy review plan.

Both policies have been rewritten to include language on expanded services and new branding.

Discussion

Room Rental Policy (Appendix A)

The Orangeville Public Library provides public access to designated meeting rooms in support of community engagement, cultural expression, and responsible revenue generation. In accordance with the *Public Libraries Act* (R.S.O. 1990, c. P.44, s. 23(3)), the library board may authorize the rental of spaces not currently in use for core library services.

This policy outlines the conditions under which these rooms may be rented for meetings, private functions, and cultural ceremonies. The CEO may waive rental fees in alignment with formal agreements or reciprocal arrangements.

While the Library supports the free exchange of ideas, the use of its spaces does not imply endorsement of the activities, views, or affiliations of any individual or group.

Program Policy (Appendix B)

The Orangeville Public Library is committed to delivering inclusive and engaging programs that foster community connection, support lifelong learning, and spark curiosity. Rooted in our values of equity, diversity, and inclusion, our programming creates welcoming spaces where all individuals feel respected, inspired, and empowered to grow.

Financial Impact

The impact of the Room Rental Policy may increase revenue, there is little to no impact on the Program Policy – as budget is a key driver in the programs developed and delivered annually.

Strategic Alignment

Strategic Direction: Soar

Objective: Strong, effective governance will guide our actions with an emphasis on fiscal accountability and environment sustainability.

Prepared and respectfully submitted by,

Darla Fraser,
Chief Executive Officer